

TENNESSEE PUBLIC CHARTER SCHOOL COMMISSION	
Title I Comparability Procedures	1024

Responsible Office

It is the responsibility of the district federal programs team to ensure that the Charter Commission remains in compliance with the Title I comparability requirements. The Coordinator of Federal Programs and Special Populations will oversee the process to ensure all procedures are followed and all deadlines are met.

Deadlines

No later than November 15, the Charter Commission shall annually submit, via upload to ePlan, the required forms to the Tennessee Department of Education (TDOE) demonstrating comparability. To ensure the November 15 deadline is met, the comparability timeline included in these procedures will be followed.

Basis for Determining Comparability

The Charter Commission may calculate comparability on a district or grade-span basis.

Data Collection

It is the responsibility of the district federal programs team to collect all data that are required by TDOE to demonstrate comparability from the appropriate district or authorized charter school offices/personnel. This district or authorized charter school offices/personnel will ensure all required data is submitted to appropriate staff within the defined timeline.

Data Verification

It is the responsibility of the district federal programs team to verify the accuracy of the data used to demonstrate comparability and to ensure the calculations are performed correctly using the method established by TDOE.

Reallocation

If the initial calculations indicate that a school is not receiving comparable services, the Director of Schools will be immediately notified. The Charter Commission will then take immediate steps, as early in the school year as possible and with minimum disruption to the learning environment, that are necessary to demonstrate comparability for all Title I schools. Appropriate steps may include, but need not be limited to, reallocation of funding sources and/or reassignment of personnel. Reallocations must be determined no later than December 1 of the same school year and all corrected comparability forms uploaded to ePlan.

Records

It is the responsibility of the district federal programs team to ensure that all comparability reports, records, and source documentation of the LEA's comparability analysis and calculations are retained for at least five (5) years for audit purposes. A Charter Commission district organizational chart must also be included as part of the records. In addition, in accordance with state guidelines, the Charter Commission will maintain up-to-date records of having established and implemented an agency-wide salary schedule;

TENNESSEE PUBLIC CHARTER SCHOOL COMMISSION	
Title I Comparability Procedures	1024

policies ensuring equivalence among schools in teachers, administrators, and other staff; equivalence among schools in the provision of curriculum materials and instructional supplies; ensuring the Charter Commission and its authorized charter school's hiring practices meet state and federal licensure requirements; teachers are highly qualified; and written LEA comparability procedures.

Complaints

It is the responsibility of the Charter Commission to handle all complaints from parents, community members, or LEA and school staff members, that a school is not receiving comparable services.

Comparability Timeline

January – April

- Engage in district-level budgeting and allocation of resources to schools for the upcoming school year for the purpose of ensuring compliance with Title I comparability requirements.

May – June

- Conduct meetings with appropriate district representatives to discuss the requirements for completing the annual comparability calculations.
- Establish participant roles and responsibilities.
- Select the basis for demonstrating comparability that will be used for calculations.
- Continue to engage in district-level discussions concerning allocation of resources to schools for the upcoming school year for the purpose of ensuring compliance with Title I comparability requirements.

July – August

- Obtain preliminary information from appropriate district staff.
- Identify district Title I and non-Title I schools.
- Identify date and collection methodologies for gathering data needed to complete calculations.

September – October

- Collect data.
- Meet with appropriate district staff and calculate comparability.
- Make necessary reallocations of resources to ensure comparability calculations and any corrections made to ensure all Title I schools are comparable.

November

- No later than November 15, upload required TDOE comparability forms to ePlan.
- Reconvene appropriate district staff to address any outstanding issues that have arisen, such as, notification from TDOE of non-compliance of any Title I schools.
- Make necessary reallocation of resources to ensure comparability of Title I schools shown not to be comparable.

TENNESSEE PUBLIC CHARTER SCHOOL COMMISSION	
Title I Comparability Procedures	1024

December

- No later than December 1 of the same school year, upload corrected TDOE comparability forms to ePlan.